**Colwall Orchard Group: Activity Risk Assessment: Hedge Planting**

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| **RISK** | | **Increasing likelihood →** | | |  | **Level of Risk** | **Action** |
| **1** | **2** | **3** |
| **Inc. severity →** | **1** | **1** | **2** | **3** | 1-2 | Low risk: no further action |
| **2** | **2** | **4** | **6** | 3-4 | Medium risk: ensure compliance with guidance notes and Safe Ways of Working (SWOW) |
| **3** | **3** | **6** | **9** | 6-9 | Risk unacceptable: modify procedures to reduce risk |

**Prepared by:** Andy Ball 9th November 2019

**Review:** Annually thereafter (or in the event of any incident)

**Reviewed by:**

Next review: by 22nd March 2020

**Notes:**

This activity based Risk Assessment should be read in conjunction with relevant site based Risk Assessments and Safe Ways of Working.

All pruning tasks will be led by a competent Lead Volunteer who should be:

* familiar with the relevant Safe Ways of Working and Checklists
* familiar with Site and Activity based Risk Assessments
* able to instruct, supervise and monitor volunteers engaged on the task.

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| **Step1**  *List significant hazards and harm here* | **Step 2**  *Assess risk (likelihood x severity)* | **Step 3**  *Mitigation: List existing controls* | **Step 4**  *Residual risk (likelihood x severity)* | **Step 5**  *Further action needed (by whom and when)* |
| Injury from misuse of hand tools – cuts, abrasions, lacerations, puncture wounds, fractures, twists, sprains and strains | 9 (3x3) | All tools to be maintained in good condition and checked prior to use.  Appropriate risk and H&S briefings and demonstrations to be given to all groups using tools on site.  Ensure tools are used in appropriately, within their design capabilities.  Check participants for any snag hazards etc including baggy clothes or loose long hair and correct as needed.  Supervise all groups whilst using tools and make regular checks to ensure tools are being used appropriately. | 4 (2x2) |  |
| Terrain – the work area is uneven or tussocky leading to risk of trips, slips, falls | 9 (3x3) | Warn participants of uneven surface and ensure all participants have suitable footwear. | 4 (2x2) |  |
| Broken glass and rubble in the soil leading to risk of cuts and grazes. | 6 (3x2) | Wear thick gloves when working in the soil. (Remove any shards uncovered with care and dispose of these safely). | 4 (2x2) |  |
| Use of digging tools (spades, forks, etc) leading to risk of accidental damage to feet when digging. Danger of losing balance when using the tools. | 9 (3x3) | Wear sturdy footwear when using spades and forks. Keep one foot on the ground at all times when using spades or forks (do not jump on the spade or fork). | 4 (2x2) |  |
| Hedge planting leading to risk of accidental damage (scratches, grazes and poking injuries) from branches and twigs. | 4 (2x2) | Carry trees with roots forward but check the extent of the branches, etc, behind and to the side and ensure that you maintain a working corridor sufficient to avoid twigs and branches from hitting anyone. | 1 (1x1) |  |
| Installation of bamboo canes and spiral tree guards leading to risk of eye injuries and cuts to hands. | 9 (3 x 3) | Do not bend over bamboo canes as you drive them into the ground. Wear safety glasses to protect eyes.  Wear gloves to protect hands. | 4 (2x2) |  |